

United States Department of Agriculture
Grain Inspection, Packers and Stockyards Administration
Packers and Stockyards Programs

Directive

P&SP 4620.1

7/12/99

MAXIFLEX TOUR OF DUTY FOR RESIDENT AGENTS

1. PURPOSE

This Directive establishes the Packers and Stockyards Programs (P&SP) policy and procedures concerning a maxiflex tour of duty for resident agents in order for them to perform their duties in the most effective and efficient manner.

2. AUTHORITIES

- a. 5 United States Code, Chapter 61
- b. 5 Code of Federal Regulations (CFR), Part 610
- c. Departmental Personnel Manual, Chapter 610
- d. Chapter 4610 of the Human Resources Desk Guide.

3. DEFINITIONS

- a. Flexible days are those days that an employee may designate as a day(s) off.
- b. Core days/hours are designated days/hours where employees will be present on the job.
- c. Credit hours are any hours worked that are in excess of an employee's basic work requirement of 80 hours in a pay period and that the employee elects to work, with the supervisor's approval, during flexible time.
- d. Core-time deviation is an absence specifically authorized by the supervisor during the core time that may be made up during flexible time within the same pay period in lieu of a charge to any type of leave.

- e. Gliding means that an employee may vary from the prescheduled starting and ending hours on any given day.

4. POLICY

- a. Eligible Employees. All P&SP resident agents are eligible to establish a maxiflex tour of duty in accordance with the requirements and limitations of this Directive.
- b. Basic Work Requirement. The basic work requirement is 80 hours per pay period. Employees may choose to vary the length of the workweek and workday, but the total number of hours required for the pay period is 80 hours.
- c. Tour of Duty.
 - (1) Employees, with the concurrence of the supervisor, set up a proposed tour of duty of 80 hours per pay period. The tour of duty and the day or days off must be approved in advance of the start of the pay period. Tours of duty must be designated in writing and be provided to the timekeeper to be filed with the time and attendance reports.
 - (2) Changes in the approved tour of duty involving the scheduled flexible day(s) off may be made as long as they are in writing and approved by the supervisor.
 - (3) The attached P&SP Form 339, Maxiflex Tour of Duty Employee Work Schedule will be used to establish the tour of duty/clock hours planned.
- d. Amended Tour of Duty. According to Title 6 of the CFR's, a written record of the hours worked must be provided to the timekeeper **only** when there is a change in the approved tour of duty. The attached P&SP Form 340, Amended Maxiflex Tour of Duty Employee Work Schedule showing actual clock hours worked and hours eligible for nighttime differential will meet this requirement.
- e. Time Bands.
 - (1) The tour of duty consists of the flexible time bands and the core time bands. Employees are allowed flexibility within the flexible time bands. Employees must work during core time bands unless they are granted prior approval for a core time deviation or use of leave or credit hours.

- (2) Scheduled tours of duty under maxiflex start as early as 6 a.m. and end as late as 9 p.m. Days on which flexible and core hours are to be established are Monday through Saturday.
 - (3) The length of the workday and workweek may vary within the established parameters, but employees must account for 80 hours for the pay period.
 - (4) Actual time worked on a daily basis may vary from the set schedule by gliding during flexible time.
- f. Flexible Days. Flexible days are Monday, Tuesday, Thursday, Friday, and Saturday. An employee may designate any day other than Wednesday as a day(s) off.
 - g. Core Days. Core day and hours are Wednesdays 10 a.m. to 2 p.m. All employees must be working during these hours unless on approved leave, credit hours, or core-time deviation. This does not preclude an employee from requesting to use leave or credit hours on Wednesday from 10 a.m. - 2 p.m. or requesting a core-time deviation. An electronic means should be used to request leave, credit hours, or a core time deviation. Approval of these requests is at the supervisor's discretion.
 - h. Approval for Leave. Approval for use of leave, credit hours, or core-time deviations may be granted during the pay period as long as they are approved in advance or as soon as possible after emergency or unplanned leave is taken.
 - i. Glide Time. Employees may choose to glide within the flexible time bands without regard to the previously set tour of duty. Employees are responsible for meeting work requirements and accounting for the complete 80-hour pay period. The supervisor should be notified of any appreciable changes to the length of day or daily work schedule.

The chart below shows the flexible time bands in which an employee may choose to glide.

WORK DAY	CORE DAY/TIME	FLEXIBLE TIME BANDS
Monday		6 a.m. - 9 p.m.*
Tuesday		6 a.m. - 9 p.m.*
Wednesday	10 a.m. - 2 p.m.	6 a.m. - 10 a.m. and 2 p.m. - 9 p.m.*
Thursday		6 a.m. - 9 p.m.*

Friday		6 a.m. - 9 p.m.*
Saturday		6 a.m. - 9 p.m.*

* 12 midnight when necessitated by checkweighing

- j. Meal Period. Employees must take a minimum 30 minute unpaid lunch period each day. There is no limitation on the maximum amount of time that may be taken for lunch as long as 80 hours are completed during the pay period. When possible, the meal break should be between 11 a.m. and 2 p.m.
- k. Core-Time Deviation. The purpose of core time is to ensure that during certain prescribed hours all employees within a designated group will be present on the job. However, in some circumstances, supervisors may approve the use of a core-time deviation (CTD). CTD is an absence specifically authorized by the supervisor during the core time that may be made up during flexible time within the same pay period in lieu of a charge to any type of leave.
- l. Credit Hours. Employees can earn up to 8 credit hours per pay period with a maximum 8 hour credit carryover to successive pay periods. Employees must have supervisory approval to earn credit hours.
- m. Leave. The amount of sick leave, annual leave, or excused absence an employee may be charged on any given day is the number of hours which an employee was scheduled to work on that day based on the employee's approved tour of duty.
- n. Holidays. An employee is entitled to 8 hours of pay for all Federal holidays.
- o. Training. When scheduled training does not conform to the employee's scheduled tour of duty, the employee's work schedule should be changed to a standard tour of duty (i.e., five 8-hour days) for the period of time during which the employee will attend the training. Employees may not earn credit hours for time spent in training.
- p. Night Differential. Night differential will be approved for work that can only be done after 6 p.m. (i.e., checkweighing). The number of hours worked that are subject to night differential entitlement must be shown on the work measurement report.

5. INQUIRIES

Please call the Program Services Staff at 202/720-7045 with any questions concerning this Directive. This Directive is available on the GIPSA intranet website at <http://ingipsa.usda.gov:8010>.

Administrator
Grain Inspection, Packers and Stockyards Administration

Attachments

MAXIFLEX TOUR OF DUTY
EMPLOYEE WORK SCHEDULE

Name: _____

Period: _____
(dates, pay period number, or
indefinite)

Week 1 (1st week of pay period)
(Show actual clock hours planned)

Week 2 (2nd week of pay period)
(Show actual clock hours planned)

Monday _____

Monday _____

Tuesday _____

Tuesday _____

Wednesday _____

Wednesday _____

Thursday _____

Thursday _____

Friday _____

Friday _____

Saturday _____

Saturday _____

Fill in the hours of the scheduled workday, i.e., 8-4:30. Work time must be scheduled within the maxiflex parameters. Any day with 6 hours or more work time scheduled also must include at least 30 minutes for a lunch break. A 30 minute lunch time will be assumed unless otherwise noted. The total number of scheduled work hours for the 2-week period must be 80 hours.

Employee's Request/Acknowledgment:

(Signed)

(Date)

Supervisor's Approval/Assignment and Certification:

I have reviewed the job requirements with the employee and certify that they can be met on this work schedule and that the schedule worktime can be constructively used.

(Signed)

(Date)

**AMENDED MAXIFLEX TOUR OF DUTY
EMPLOYEE WORK SCHEDULE**

Name: _____

Period: _____
(dates and pay period number)

Week 1 (1st week of pay period)
(Show actual clock hours worked)

Week 2 (2nd week of pay period)
(Show actual clock hours worked)

Monday _____

Monday _____

Tuesday _____

Tuesday _____

Wednesday _____

Wednesday _____

Thursday _____

Thursday _____

Friday _____

Friday _____

Saturday _____

Saturday _____

Fill in the actual clock hours worked on each workday, i.e., 8-4:30.

Number of days _____ and number of hours _____ eligible for nighttime differential.

Employee's Acknowledgment:

(Signed)

(Date)